



KENTUCKY REGISTERED SANITARIAN EXAMINING COMMITTEE

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Matt Rhodes, R.S.
Committee Chair

Kentucky Registered Sanitarian Meeting June 17th -18th, 2014 Barren River State Park

Matt Rhodes called the meeting to order and welcomed Amy Bryant as the new R.S. Secretary. Those present were Matt Rhodes; Vonja Grabeel; Dan Troutman; Amy Bryant; and Kathy Fowler.

Old Business:

The meeting minutes for the March 12-13th, 2014 meeting were discussed and approved pending edits. Vonja Grabeel made a motion to approve the meeting minutes. Dan seconded. All in favor, 3 to 0.

The Committee reviewed record retention schedule for permanent files; the application and transcript; most up to date Ethics statement with signature; congratulations letter; test(s) exams; renewal letters and general correspondence shall be kept for five years. Dan made motion. Vonja seconded. All in favor, 3 to 0.

All deleted files should be kept in a separate file but should be maintained.

New Business:

Kathy introduced our new Administrative Specialist III, Amy Bryant. Amy will handle all R.S. inquiries, etc.

The Committee reviewed the budget. The previous discrepancy on the budget has been corrected. It was a coding error in Budget. They reviewed the R.S. Epay transactions for the current and past year. There have been 210 registrants who have paid this year. Vonja made a motion to accept the budget. Dan seconded. All in favor, 3 to 0.

There was some discussion about the contact hour approval method. The committee agrees that the current process is applicable.

The meeting was adjourned for the day.

To Protect and Promote the Public's Health by Ensuring a Sanitary, Safe and Healthy Environment to Live and Prosper



The meeting was reconvened on June 18th at 8:00am. The committee reviewed the draft Policy and Procedure Template developed by Matt Rhodes. The template made reference to the R.S. statutes and needed to be edited to include the correct citation for the Registered Sanitarian laws and the Open Records Act. The committee agreed to review policies on an annual basis once finalized.

A policy is "A statement of intent and is implemented as a procedure or protocol to guide decisions and achieve rational outcomes." Amy will edit the template and return it to the members for review and approval.

There was discussion regarding the need for a multi-day meeting to finalize the policies. There does not appear to be a good time for the group to convene a multiple meeting due to work and school schedules.

The committee reviewed new applicant David Wayne Floyd. Dan made a motion to approve him. Vonja seconded the motion. All in favor, 3 to 0.

Selection of meeting dates was discussed. October 6th and 7th and October 13th and 14th were discussed. The group discussed going to Pine Mountain or Lake Cumberland.

Dan brought up the discussion of re-election of the committee members. The group discussed delaying the re-election of committee members until after the renewal period.

The committee reviewed a list of suspended registrants. Amy will draft a final letter for the committee. Vonja made a motion to send a final letter. Dan seconded. All in favor, 3 to 0.

The meeting was adjourned.